

Statement of Information Practices at South Infirmary-Victoria University Hospital (SIVUH)



In accordance with HIQA Guidance on Information Governance the Risk Manager, Acting Medical Records Officer and I.T. & Information Services Manager have developed a statement of information practices at the South Infirmary-Victoria University Hospital.

Collection of Personal Health Information

South Infirmary-Victoria University Hospital collects personal health information (PHI) about you directly from you or from the person acting on your behalf such as your General Practitioner. The personal health information that we collect includes, for example, your name, date of birth, address, health history, test results, records of your visits to the South Infirmary-Victoria University Hospital and the care that you received during those visits.

As part of the national re-organisation of Hospitals (Hospital Reconfiguration Programme), the patient administration IT system was upgraded during 2011. This upgrade project allows for the sharing of information and services across regions and hospital sites such as the Cork University Hospital, the Mercy University Hospital. There is a security policy in place which restricts access to information depending on the role and responsibility of the user. This ensures the protection and reliability of individual patient information. The user security model ensures users are permitted only to view activity data for the specific site where they have a role. Some users have been granted multi campus permissions on a need to know basis to view incidents in support of the new integrated service delivery model. The project introduced a new patient ID number (known as the RID number) which is used in all hospitals in the Cork region to uniquely identify the patient. This number is used as the main way of identifying the patient on all requests for patient services and it is linked to the laboratory and radiology systems.

Uses and Disclosures of Personal Health Information

Primary Use

- To treat and care for you, and make appointments
- To plan and provide services
- To receive payment for your treatment from insurers
- To fulfil insurance notification requirements
- Your personal health information will be shared with your G.P. and any health services to which you are being referred.
- To confirm that you are a patient, your general health status and your room and telephone extension while in hospital.

Secondary Uses of Personal Health Information

- To comply with Department of Health & Children and HSE requirements on returning data on waiting lists for services
- To report to the Hospital In-Patient Enquiry (HIPE)
- For quality improvement and clinical audit
- To comply with legal and regulatory requirements, such as reporting notifiable diseases to the HSE Depart. of Public Health and provision of information to the National Cancer Registry, Irish Medicines Board.

Important Information

- We take steps to protect your personal health information from theft, loss and un-authorised access, copying, modification, use, disclosure and disposal
- We have Information Governance arrangements to ensure compliance with Data Protection legislation and the ethical use of information
- We conduct audits to monitor our privacy compliance
- We take steps to ensure that everyone who performs services for us, protects your privacy
- Your South Infirmary-Victoria University Hospital information will be stored securely on shared health information databases

How can I get a copy of my records?

- You have the right to seek a copy or to seek amendment to your personal health information records. To do this contact the FOI Office South Infirmary-Victoria University Hospital Old Blackrock Road, Cork Telephone No. 021-4926100 Fax No. 021-4310153

How do I get more information on the Hospital Information Practices?

For more information about SIVUH information practices or to raise a concern you have with our practices, contact; I.T. & Information Services Manager, South Infirmary-Victoria University Hospital, Old Blackrock Road, Cork